

Minutes of A Meeting of Staploe Parish Council held at 7.45pm on Tuesday 15th Jan 2019 in the Village Hall at Wyboston

Present:

J. Ibbetts (Chairman)	L. Crawford (Clerk)
V. Zwetsloot (Vice Chairman)	Tom Wootton (Borough Cllr.)
R. Squire	Two members of the public
D. Smith	

Apologies for absence. Cllr. J. Thomson, Cllr. G. Meola and Cllr. E. Meola.

2019/001. Declarations of Interest

Cllr. R. Squire declared a potential interest in 2019/006 – identification of “Lost Ways”
Cllr. J. Ibbett declared an interest in planning at Yew Tree Cottage as she owns the field opposite.

2019/002. Public Open Forum

A resident of Staploe proposed that the Parish Council consider commemorating those who were killed in action using our road names.

Horace Usher was born in Staploe and was killed in action on 21st December 1914 and is buried at Pont Du Hem Military Cemetery, La Gorge, France.

William Henry Ball of the London Regiment who was a resident of Staploe was killed in action on May 3rd 1917.

One of the Brewer twin brothers William Brewer of Staploe was killed in an accident on 22nd January 1941 while in active service.

Keith John Brewer was born in Duloe and was killed in action on 19th July 1944 on the outskirts of Caen, France.

Two of the residents present wanted street lights on all night or dimmed in the middle of the night. One wanted the lights off in the middle of the night.

A resident who rides locally pointed out that the bridleway network in Staploe and Duloe is very good but there is very little in Honeydon.

2019/003. Minutes of the meeting held on 20th November 2018

Having been previously circulated the minutes were approved as an accurate record of the meeting. Proposed by Cllr. V. Zwetsloot and Cllr. D. Smith.

2019/004. Community Events

- Pantomime Puss in Boots, Priory Centre, St. Neots. Saturday 12th January 3.30pm. 8 parishioners attended.
- Parish Walk to the barrow at Sacred Stones in Hail Weston leaving from Duloe Village Hall car park at 10.30am on Saturday 26th January 2019. The Barrow will be open for viewing and refreshments will be provided.

- Curry Night Saturday 2nd March Colmworth Village Hall. Cllr. J. Thomson and Cllr. G. Meola are arranging this and Jane Arnold of Staploe will be catering. The Clerk will send reminders.
- Litter pick 10th March 2pm Meeting at Duloe Village Hall (car park).

2019/005.

- Report response to the following planning application.

Type	Description	Location	Deadline	Link
Full Planning Application	Garage conversion with external alterations to form garden room	2A Staploe, PE19 5JA	09/01/2019	18/03108/FUL

This was considered by three members of the Parish Council who had not objections and therefore the Clerk responded with “No objections” on 7th January 2019.

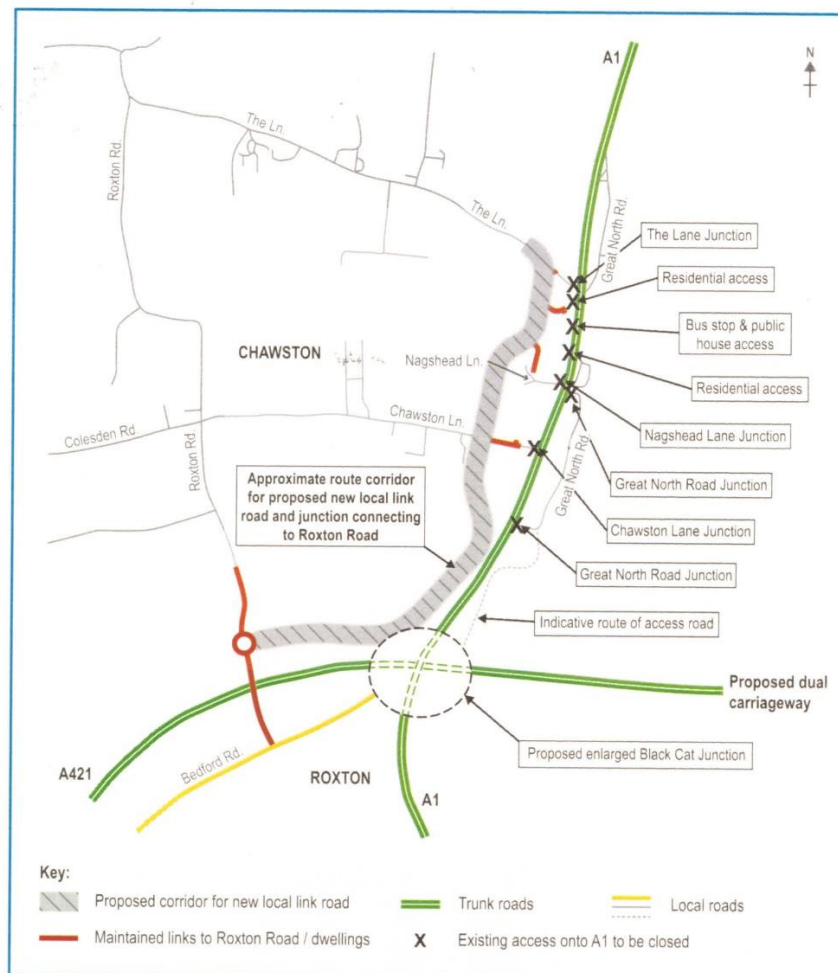
- Two parishioners in Honeydon have reported concerns about the size of a new building being constructed at Yew Tree Cottage. There does not appear to be any planning permission for the building. **It was resolved that the Clerk should report this to Bedford Borough Council Planning Enforcement.** Proposed by Cllr. R. Squire and seconded by Cllr. D. Smith. Councillors voted unanimously in favour. Cllr. J. Ibbett abstained from the discussion and vote as she is a neighbouring landowner.
- Government updates to National Planning Policy Framework may put Bedford Borough Council Local Plan 2030 and their 5 year housing supply at risk. Unfortunately, the Clerk was only advised of the consultation after it had closed due to an oversight at Bedford Borough Council which has now been corrected. The proposed updates to the framework would revert to a method put forward in 2014 for calculating housing need if a Unitary Authority’s local plan was more than 5 years old. Bedford Borough Council have objected on the grounds that this method of calculation is not evidence based. If they do use this method for calculating housing need then it would increase the housing requirement for Bedford Borough by 2,500 homes so the Borough Council would no longer have a 5 year housing supply. This makes it more vulnerable to opportunistic or speculative developers.

2019/006. Highways and Rights of Way

- Consider road names for unnamed roads in the parish. **It was resolved that the Clerk distribute a consultation offering a choice between Brook Lane and Lower Honeydon Lane in Honeydon; Ushers Lane and no name in Staploe; and Brewers Lane or no name in Duloe with no new name suggestions to be accepted.** Cllr. R. Squire proposed and Councillors voted unanimously in favour.
- **It was resolved that the Clerk should request two additional horse and rider signs to be installed in each hamlet plus one in Begwary and one in Upper Staploe.** Proposed by Cllr. V. Zwetsloot and seconded by Cllr. J. Ibbett.
- Consider request to improve the bridleway network (or informal arrangements for access for horse riders) in our parish. **It was resolved that the Clerk should write to farmers in Honeydon and ask if they can help in any way.** Proposed by Cllr. V. Zwetsloot and Cllr. J. Ibbett.

- Consider request for introducing weight restrictions in Honeydon / Begwary around the bends near Manor Farm Lane. **It was resolved that the Clerk should ask Bedford Borough Council Highways Department whether a weight restriction or length restriction for HGV's would prevent access eg. for farm vehicles.** This could then be discussed at the next meeting.
- Meeting with Tony Langstaff of the Highways Department 16th January. Councillors asked the Clerk to request horse and rider signs, find out what the delay is with repairing the railings in Honeydon, and request repairs to the edges of the road in Duloe.
- Possible closure of access to the A1 in Wyboston and Chawston – consider implications for our parish. Highways England have consulted residents of Wyboston regarding the possible closure of access to the A1 from The Lane, Nagshead Lane and Chawston Road and the construction of a link road as shown below (draft for consultation only).

A428 Black Cat to Caxton Gibbet improvements Roxton Road link road proposals



Note: Final route and links subject to agreement

- Information from Highways England states: “Following the proposed improvements to the Black Cat Junction arrangement, traffic on this section of the

A1 will become more continuous and free flowing, which will further reduce the available gaps for vehicles to safely exit onto the A1 carriageway from these lanes. In the interests of safety of the local residents and other road users, it is proposed to close the access to and from Chawston Lane, Nagshead Lane and The Lane, and to provide a new access to the A1 via a new local link road from The Lane to Roxton Road. The proposals do not affect the access to these lanes from the west.” Councillors had no objections.

- Consider need to identify any ‘Lost Ways’, i.e. paths that have been used in the past but not captured on the Definitive Map of Bedford Borough Council. The Government has allowed until 1st January 2026 for this. Councillors proposed that the Clerk invite applications for any lost ways in the next newsletter.

2019/007. Street lights

- **It was resolved to upgrade the street lights to 25W Indo Air 1 LEDs from K&M Lighting to be dimmed from midnight to 5.30am at a cost of £4,960.** Proposed by Cllr. R. Squire and seconded by Cllr. V. Zwetsloot. Councillors voted unanimously in favour.

2019/008. Broadband

- Consider next steps following response from Bedford Borough Council that fibre to the premises will be installed in Honeydon by end March 2019 but no improvements are planned for Upper Staploe. **It was resolved that the Clerk should write to Bedford Borough Council to request that Upper Staploe be upgraded as BT engineers have advised that the infrastructure is obsolete and to advise residents to check with their providers that there are no “restrictions” on the line as a number of people have been told by engineers that these are in place and when they were removed the speed improved..** Proposed by Cllr. V. Zwetsloot and seconded by Cllr. R. Squire.

2019/009. Village Hall and Playing Field Containers

- The Village Hall Committee has been unable to obtain building insurance since December when the existing insurance policy expired. This is because the building has been declared unsafe. The Village Hall Committee members declared that they wished to resign as they were concerned that they may become liable for claims. They requested that the Parish Council act as sole trustee and charity trustee for the Duloe and Staploe Village Hall charity until they were able to obtain suitable insurance cover or the Village Hall was able to be redeveloped and they could act as trustees once more. However, they expressed a strong desire to continue to be involved in the development of the new village hall facility and would be willing to serve on a sub-committee or working group of the Parish Council.
- The Clerk explained that this would require the Village Hall Management Committee to amend the governing document of the Village Hall charity to permit the Parish Council to act as sole trustee in these circumstances.
- **It was resolved that the Parish Council would accept the role of sole corporate trustee and corporate charity trustee if the members of the Village Hall Management Committee amended the governing document of the Village Hall charity to permit this and and that they would be happy for the members of the former Village Hall Management Committee to serve as a Working Group of the**

Parish Council. Proposed by Cllr. J. Ibbett and seconded by Cllr. R. Squire. Councillors voted unanimously in favour.

Standing orders were suspended while three members of the Village Hall Management Committee (Mark Crawford, Jo Ibbett and Cheryl Hall) held a meeting of the Village Hall Management Committee at which they agreed to amend the governing document of the Duloe and Staploe Village Hall charity to include a clause to state:

“(11) In the event that the Management Committee are unable to appoint sufficient members to act as trustees Staploe Parish Council will act as sole trustee and charity trustee until such time as sufficient members of the Management Committee can be appointed.”

The three members present then voted unanimously in favour of this and they then presented a letter drafted at their meeting on 11th January advising that all of the members of the Village Hall Management Committee had offered their resignation as trustees and requesting that Staploe Parish Council act as sole trustees while they act as a Working Group of Staploe Parish Council.

Standing orders were reinstated

- **It was resolved to accept the letter of resignation from the Village Hall Management Committee and for the Parish Council to assume their responsibility as sole corporate trustee. The Council appointed the members who had resigned as trustees of the Village Hall Committee as members of the new Duloe and Staploe Village Hall Working Group.** The working group will not be able to make decisions or spend money (only Parish Councillors serving on a Committee are permitted to do this) but they will be able to make recommendations to the Parish Council regarding the Village Hall. Proposed by Cllr. J. Ibbett and seconded by Cllr. R. Squire. Councillors voted unanimously in favour.
- **It was resolved to open a bank account for Duloe and Staploe Village Hall with Barclays Bank with the same signatories as for the other Parish Council accounts and transfer the funds from the existing HSBC hall account to the new Barclays account..** Mandate change forms were signed. Proposed by Cllr. V. Zwetsloot and Cllr. R. Squire.
- The Clerk reported that the electricity meter was removed from the hall on 16th December so there will be no more bills and there is less risk of water leaking onto live electrical cables.
- Consider examining the collapsed drain with a camera to find out where the collapse is and how to repair it in order to help plan for a rebuild. Results will indicate whether repairs will cost approx. £500 (if it can be sleeved) or thousands if it has to be replaced or we have to move the containers to access it. Lanes Drains quoted £150 to inspect. **It was resolved not to inspect the drain since the drain is not needed at the moment.** Proposed by Cllr. R. Squire and seconded by Cllr. D. Smith.
- The Clerk reported that the Parish Council had received an offer of £8,700 from the developers of the Solar Farm at Little Staughton Airfield and, following feedback from Councillors she had responded to ask whether they could offer a total of £20,000 towards rebuilding the Village Hall. Councillors formally approved this response. Proposed by Cllr. V. Zwetsloot and seconded by Cllr. D. Smith.

2019/010. Ward Report

- Borough Cllr. T. Wootton's report

Staploe Parish Council: Update from Borough Councillor Tom Wootton – January 2019

Local Plan 2030

The Council approved the Local Plan for submission on the 5th December. Following the removal of the proposed Colworth Garden Village and its planned 2500 homes (because it was too close to the Santa Pod Raceway) the Local Plan period has been shortened from 2035 to 2030. That lowers the housing need figure from 7855 to a minimum of 3636.

The final allocations are set out in the below table taken from the report. As can be seen the majority of houses (2260 of 3636) in this plan period will be on greenfield sites.

Policy 3S – Amount and distribution of housing development	
A minimum of 3,636 new dwellings will be allocated and distributed as follows:	
i.	Bedford urban area: 2,532 dwellings (of which 1,785 dwellings will be delivered by 2030)
ii.	Urban extensions: 210 dwellings
iii.	Stewartby strategic brownfield allocation: 1,000 dwellings (of which 100 dwellings will be delivered by 2030)
iv.	<i>Criterion deleted</i>
v.	Key service centres: 2,000 dwellings
vi.	Rural service centres: 260 dwellings
In the settlements listed below, it will be necessary to identify sites to meet the following levels of development, generally in and around defined Settlement Policy Area boundaries. Other than in Roxton, all sites will be allocated in Neighbourhood Development Plans:	
i	Bromham – 500 homes
ii	Clapham – 500 homes
iii	Great Barford – 500 homes
	Sharnbrook – 500 homes
iv	Carlton – 25-50 homes
v	Harrold – 25-50 homes
vi	Milton Ernest – 25-50 homes
vii	Oakley – 25-50 homes
viii	Roxton – 25-50 homes (see Policy 28)
ix	Turvey – 25-50 homes
	Willington – 25-50 homes

It is not clear why the Stewartby option has been reduced; that is a brownfield site and capable of taking 1000+ homes by 2030, not just the 100 it has been allocated. This rejection of a brownfield site and at the same time the selection of yet another greenfield site in Sharnbrook for 500 houses is not easily explained and is almost certain to be challenged. In common with the other village developments, the Sharnbrook proposal means inevitable additional strain on roads and local facilities both in the immediate area and for surrounding villages.

Because of the shortened time period, the Local Plan is going to be subject to almost immediate review to take account of the strategic implications arising from the 'Oxford – Cambridge Arc' and associated developments. As a consequence, and in the light of planning guidance, the need to identify sites for Garden Villages will mean continued speculation and developer pressure.

The Local Plan will now be examined by the Planning Inspectorate which will make comments and, where appropriate, suggestions for modifications so that it complies with national policies and legal requirements. Local authorities are not obliged to take on board the views of the Planning Inspector, but doing so could ensure the Local Plan is deemed to be 'sound' should it be subject to challenge from developers in the future. Depending on the workload of the Planning Inspectorate at the time of submission, it is likely to take several months for the Council's Local Plan to be reviewed.

Bedfordshire Police Funding

The Home Office has announced plans to increase funding for police forces next year which could see Bedfordshire Police's resources rise by £8m. Around £5.6m of this sum will be realised should the Police & Crime Commissioner choose to increase the policing element of Council Tax. Of the remaining sum, £1.3m will come from the central government core grant and there will be additional £1.1m to cover pension costs.

Rough Sleeper Support

The Council has in place a package of support for rough sleepers during the winter period.

Last year a grant of £307k was received from central government for 6 additional support workers and a Rough Sleeper Outreach Co-ordinator to ensure effective working with partner organisations. Furthermore, additional units of accommodation are being provided, along with 10 emergency accommodation beds.

For more information on the support available to those facing homelessness or rough sleeping see <https://bedfordhomeless.org.uk/>

Bromham Road Bridge

Traffic travelling westbound over the Bromham Road bridge in Bedford is to be redirected from January 2019 – April 2019. This is due to Network Rail's preparatory works for the demolition and rebuilding of the bridge to accommodate the electrification of the line.

Specific dates and details of the diversion will be advertised in the area. The scheme may well have a knock-on effect on traffic throughout the town.

Bedford Hospital Inspection

The Care Quality Commission's (CQC) latest inspection found that overall Bedford Hospital 'requires improvement'. This grading was given to urgent & emergency services (including A & E) and maternity, although the remaining 6 categories were rated 'good'.

The Hospital's Chief Executive, Stephen Conroy, told local media that since the inspection the Hospital has opened its Urgent Treatment Centre (UTC) which is seeing around 50 patients a day and taking the pressure off A & E services. He also reiterated plans to retain key services including maternity, A & E and paediatrics as part of the intended merger with Luton & Dunstable Hospital.

Council Website

Following a period of redevelopment and testing, the Council has launched its new website at www.bedford.gov.uk. This is part of the implementation of the 'Digital Operating Model' to save over £10m a year by 2020 through the improved use of technology.

School Cameras

The Council has agreed to allocate £650k, from a predicted underspend on this year's budget, to purchase 38 cameras to enforce parking restrictions outside of schools as a means of improving safety. The maintenance costs will be covered by the income from fines issued.

Alzheimer's Society Scheme

The Alzheimer's Society is publicising a new service in Bedford Borough. 'My Future Plans' provides one-to-one support for those who have been diagnosed with the disease and their careers

to discuss future care arrangements. For further details call 01234327380 or email sam.marshall@alzheimers.org.uk

Winter Maintenance

The Council's website provides updates on winter maintenance, including gritting operations. It also notifies residents of changes to school and adult services transport, bus services and waste collections. See <http://apps.bedford.gov.uk/winterupdates/>

Cllr Tom Wootton: tom.wootton@bedford.gov.uk / 07771565227

- Ward Fund. Repairs to the bus shelter are planned for the week commencing 14th January. The £800 ward funding which was originally intended to purchase a gazebo for the decking at the Playing Field is to be used to repair the shelter as agreed at the last meeting. £315 to remove the asbestos and £430 to replace the roof.

2019/011. Playing Field, Duloe Common and Assets

- The Clerk reported that if the Playing Field charity pay for the grass cutting on the playing field they would have to pay VAT. However, Bedfordshire Association of Town & Parish Councils have explained that if the Parish Council pay for the grass cutting as a gift to the Playing Field charity with no conditions attached then the Parish Council can reclaim the VAT. Our contractor Bradgate have agreed to refund the Playing Field Charity and invoice the Parish Council instead if the Parish Council resolves to pay on the charity's behalf. **It was resolved that the Parish Council would pay for 2018 and 2019 grass cutting on the playing field as a gift to Duloe and Staploe Village Playing Field Charity. In addition, it was resolved to accept the quote from Bradgate for £1214 (excl. VAT) to cut the grass 10 times starting in May 2019 and treat it for weeds and moss.** Proposed by Cllr. R. Squire and seconded by Cllr. D. Smith. Other contractors had quoted more (Countrywide) or decided not to quote (AR Worboys).
- Request for a litter bin in Shakers Way. A resident has kindly offered to empty a litter bin into the Village Hall bin if the Parish Council install one. The Borough Council will not empty it for us. **It was resolved that the Clerk should spend up to £180 ex VAT on a litter bin (using the refund from A. R. Worboys for grass cutting on the verges – cut in error by the Borough Council's contractor).** Proposed by Cllr. V. Zwetsloot and seconded by Cllr. J. Ibbett.

2019/012. Finance

- The receipts and payments are shown on p9. They were proposed for payment by Cllr. D. Smith and seconded by Cllr. R. Squire who both signed the schedule of payments.
- The bank reconciliation is shown on p10 and was checked against the bank statement by Cllr. V. Zwetsloot.
- The reserves are shown on p11 as reported by the Clerk.

January 2019

Summary of Transactions for Staploe Parish Council for Approval at Meeting in:				Jan-19		
Main Account Payments						
Date	Payee	Details	Type of transaction	Cheque Number / Reference	Amount	
19/11/2018	Bradgate Fencing	Duloe Common grass cutting payment 8 of 8	Standing order		£6.08	
19/11/2018	A. R. Worboys	Highways grass cutting payment 8 of 8	Standing order		£223.15	
06/12/2018	Opus Energy	Electricity for street lights 22nd Oct to 20th Nov 2018	Direct Debit		£45.69	
07/12/2018	A. R. Worboys	Grass cutting credit (BBC cut in error so less cuts ne	Refund		-£538.34	
12/12/2018	1&1 Ionos	E-mail accounts 23rd Nov to 23rd Dec 2018	Direct Debit		£1.19	
06/01/2019	Opus Energy	Electricity for street lights 21st Nov to 21st Dec 2018	Direct Debit		£50.90	
11/01/2019	Banner Solutions	50% invoice for removing asbestos from bus shelter	BACS		£189.00	
12/01/2019	1&1 Ionos	E-mail accounts 23rd Dec 18 to 23rd Jan 2019	Direct Debit		£1.19	
12/01/2018	Viking	Paper, envelopes and labels	BACS		£37.12	
19/11/2018	Viking	Punched pockets and ringbinder file	BACS		£16.66	
15/01/2019	L. Crawford	Expenses	Cheque	100905	£21.14	
15/01/2019	Duloe Village Hall	Electricity and disconnection since hall closed 1st Ma	BACS		£191.12	
Total					£244.90	
Main Account Receipts						
Date	Payee	Details	Type of transaction	Reference	Amount	
None						
Total					£0.00	
Savings Account Receipts						
Date	Payee	Details	Type of transaction	Reference	Amount	
03/12/2019	Barclays	Interest on savings account	Credit		£3.96	
02/01/2019	Barclays	Interest on savings account	Credit		£3.72	
Total					£7.68	
Transfers						
Payee	Details	Type of transaction	Type of transaction	Reference	CommAcc	Savings Acc
None						
Posted balances after the above transactions clear						
CommunityAccount 30833940					£10,547.85	
Base Rate Savings 43461580					£11,306.97	

STAPLOE PARISH COUNCIL BANK RECONCILIATION 1st APRIL 2018 TO 12/01/2019							
Date of bank statement			12/01/2019	Line of cash book:		106	
Prepared by Mrs. Lucy Crawford, Parish Clerk							
				BARCLAYS			
				Community Account 30833940			
DATE				Receipts	Payments	Transfers	Balance
1-Apr-18	Balance bf		£8,768.68				
12-Jan-19	Posted balance per accounts		£10,547.85	£15,681.31	£10,519.86	-£3,382.28	<u>£10,547.85</u>
Unpresented cheques / uncleared payments:							
	None						
	Total				£0.00		
12-Jan-19	Balance as per bank statement		£10,547.85				
12-Jan-19	Posted balance - cleared balan		£-				
12-Jan-19	Balance cf		£10,547.85				
				BARCLAYS			
				Base Rate Savings 43461580			
				Receipts	Payments	Transfers	Balance
1-Apr-18	Balance bf		£7,898.32				
12-Jan-19	Posted balance as per accounts		£11,306.97	£26.37	£0.00	£3,382.28	<u>£11,306.97</u>
12-Jan-19	Balance as per bank statement		£11,306.97				
12-Jan-19	Posted balance - cleared balance		£-				
12-Jan-19	Balance cf		£11,306.97				
				Summary for all accounts			
				Receipts	Payments	Transfers	Balance
1-Apr-18	Balance bf		£16,667.00				
12-Jan-19	Balance per accounts		£21,854.82	£15,707.68	£10,519.86	£-	<u>£21,854.82</u>
12-Jan-19	Balance per bank statements		£21,854.82				<u>£21,854.82</u>
12-Jan-19	Balance cf		£21,854.82				

January 2019

Reserves Jan 2019					
Fund Name	Funds Reserved	Income to reserve to	Expenditure from reserve to	Balance close of	Comment
	01/04/2018	12/01/2019	12/01/2019	12/01/2019	
Street light replacement fund	£3,750.00	£750.00		£4,500.00	
Football Club Deposit	£200.00		£200.00	£0.00	Deposit repaid 15th June 2018
Village Hall Rebuild Fund	£5,510.00	£750.00		£6,260.00	
Election fund	£550.00			£550.00	
Transparency Code Grant	£529.65		£404.15	£125.50	Bought laptop, one year MS Office & virus subs. Keep remainder for next yr subs
Football Containers	£800.00		£800.00	£0.00	Bought containers using underspend in previous budget in April 2018
Ward fund for gazebo / bus shelter	£0.00	£800.00		£800.00	Due to purchase Jan 2019
CIL Money	£0.00	£1,603.80	£0.00	£1,603.80	For Topham End Farm
Literature & info fund	£48.41			£48.41	
Heater refund	£0.00	£1,000.00	£0.00	£1,000.00	Refund for Village Hall heaters
Total earmarked reserves	£11,388.06	£4,903.80	£1,404.15	£14,887.71	£3,499.65
Available reserves	£5,278.94			£6,967.11	
Total funds	£16,667.00			£21,854.82	

Earmarked reserves = funds set aside for a specific purpose. These can only be allocated to another purpose if the council passes a resolution to do so. Available reserves = total balance in the accounts less the earmarked reserves. This should be 50-100% of our precept ie. £5,045 - £10,091. Therefore £6967.11 is quite high as we have just received our second tranche of precept. However, it is expected to fall to £5095.35 by 31st March 2019 which is within our recommended range.

- **It was resolved to open a new payments account with a debit card and simple mandate for use by the Clerk to allow more freedom to make online purchases.** Proposed by Cllr. R. Squire and seconded by Cllr. D. Smith. Financial
- Review banking arrangements and mandates. Online signatories are the Clerk (which is not ideal but is the only way that Barclays will communicate effectively with the Clerk), Cllr. R. Squire and Cllr. J. Thomson with Cllr. V. Zwetsloot and Cllr. D. Smith as additional signatories offline. **It was resolved not to rotate signatories as we are in the process of setting up a new account and it might complicate matters.** Proposed by Cllr. R. Squire and seconded by Cllr. D. Smith.
- Review direct debits and standing orders for contracts. Direct debits: Opus Energy for street lights, 1&1 (£1.19 per month) for e-mail accounts, Information Commissioner (approx. £35 per year). Standing orders are set up for grass cutting in March each year. These were proposed for approval by Cllr. V. Zwetsloot and seconded by Cllr. J. Ibbett.
- **It was resolved to open an account with Cartridge Save up to a credit limit of £100 to enable ink cartridges for the Parish Council printer to be paid for after delivery.** Signed by Cllr. V. Zwetsloot and Cllr. J. Ibbett.

- Review the internal audit process. There is to be one internal audit per year in April. Having been previously circulated the templates and procedures for the internal audit were approved. Proposed by Cllr. R. Squire and seconded by Cllr. J. Ibbett.

2019/013. Policies

- Having been previously circulated the equality and diversity policy was approved without amendment.
- Public Sector Bodies (Websites & Mobile Applications) (No 2) Accessibility Regulations 2018. These came into effect on 23/9/2018 and existing parish and town council websites have until 23/9/2020 to become compliant with the regulations. The aim of the regulations is to get to a position where most people can use a website without having to adapt it. The Parish Council uses the Project Involve website provider as supplied by Bedford Borough Council and the Clerk has asked them to confirm whether our site is compliant and whether any changes need to be made

2019/014. Agree meeting dates for 2019

Day	Date	Location	Time	Notes
Tuesday	15 th January 2019	Wyboston Village Hall	7.45pm	Followed by a meeting of Duloe and Staploe Village Playing Field Charity
Tuesday	19 th March 2019	Wyboston Village Main Hall	7.00pm	Annual Parish Meeting followed by Parish Council Meeting
Tuesday	21 st May 2019	Wyboston Village Hall	7.45pm	Annual Meeting of the Parish Council
Tuesday	16 th July 2019	Wyboston Village Hall	7.45pm	Followed by a meeting of Duloe and Staploe Village Playing Field Charity
Tuesday	17 th September 2019	Wyboston Village Hall	7.45pm	Followed by AGM of Duloe and Staploe Village Playing Field Charity
Tuesday	15 th October 2019	Wyboston Village Hall	7.45pm	Finance Committee meeting - budget
Tuesday	19 th November 2019	Wyboston Village Hall	7.45pm	

Meeting dates for the trustees of Duloe and Staploe Village Hall will be agreed at the next meeting in March.

2019/015. Training

- VAT training in Old Warden – Clerk £40. The Clerk reported that Colmworth Parish Council have agreed to share the costs for this if Staploe Parish Council would like her to attend. Councillors approved this training request.
- Councillors training requests. Cllr. J. Ibbett expressed an interest in Chairmanship training. The Clerk will let her know when there is a course available.

Next meeting: 19th March 2019.

The meeting closed at 9.25pm